# (iNHDEX) NH - Student Class 24-25

December 2024

# (iNHDEX) NH - Student Class 24-25

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#### Overview

#### Summary, Scope, and Purpose

This submission collects course-level enrollment data for students in district schools. Courses included in this file must also be in the district's Course submission.

#### Due Dates

Window Name	Submission Start	Submission End	<b>Collection Start</b>	<b>Collection End</b>
BOY	9/16/2024, 12:00 AM	10/26/2024, 12:00 AM	07/01/2024	10/25/2024
MOY	2/15/2025, 12:00 AM	3/15/2025, 12:00 AM	07/01/2024	03/15/2025
EOY	5/15/2025, 12:00 AM	7/12/2025, 12:00 AM	07/01/2024	06/30/2025

## **Functional Requirements**

## Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each Section a student is rostered into.
R1.BR1	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor by at least one day.
R1.BR2	<ul> <li>It is possible for one student to have more than one record on this report:</li> <li>Multiple enrollments in different schools.</li> <li>Multiple enrollments in the same school.</li> <li>Etc.</li> </ul>
R1.BR3	A student cannot have more than one record per section.
R1.BR4	<ul> <li>Do not include any records that match the following exclusions:</li> <li>Enrollment No Show</li> <li>Enrollment State Exclude</li> <li>Enrollment Grade Level Exclude</li> <li>Enrollment Status of: <ul> <li>25: Resides in a NH district, tuitioned to out-of-state public school</li> <li>26: Resides in a NH district, placed by district in a nonpublic school</li> <li>28: Education Free Account (EFA) Program</li> </ul> </li> <li>Course State Exclude</li> <li>Course has a value for Classification of Instruct Program (CIP Code)</li> <li>Calendar Exclude</li> <li>School Exclude</li> </ul>
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.

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R4	The report will be generated in CSV format as well as a human-readable format (HTML). The CSV format is the State Format.
R4.BR1	
R5	<ul> <li>If multiple calendars are selected, the report will sort in the following order:</li> <li>District Number</li> <li>School Number</li> <li>State Assigned Student Identifier</li> </ul>
R6	The file name that is generated will be titled <b>NH_StudentClass</b> .

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### **Extract Editor Requirements**

#### Path: NH State Reporting > iNHDEX

	Editor Options	Field Type	Requirements
1	Extract Type	Drop list	
2	Start Date	Date field	
3	End Date	Date field	
4	Ad Hoc Filter	Drop list	
5	Grading Task	Drop list	Determines the Grading Task used for courseGradeId.
			• Should list all Grading Task(s) that have State Reported checked.
6	Effective Date	Date	Determines the Grading Task used for courseGradeId.
7	Cross Site Exclude	Checkbox	<ul> <li>When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas:</li> <li>Course</li> <li>Section</li> <li>Roster</li> <li>GradingScore</li> <li>Attendance / AttendanceCode</li> </ul>
8	Calendar Selector	Multiple Calendar Selector	<ol> <li>Defaults to the Calendar selected in the Campus Toolbar</li> <li>At least one calendar is Required</li> </ol>
9	Generate Report	Trigger button	Trigger the creation of the extract when selected
10	Submit to Batch	Trigger button	Send extract to Batch Queue when selected

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11	Report Format	Drop list	Drop list will contain:
			<ul> <li>Comma Separated (CSV)</li> <li>HTML</li> </ul>



## Report Data Elements

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required (Y/N)	Data Source GUI Path	Database Field (s)	Format	Length
1	sauNbr (School Administrative Unit Number)	The state-assigned code for the SAU. Reports the <b>SAU Number</b> from District Information.	Y	District Information > SAU Number	CustomDistrict . value	Numeric	1-4 characters
2	distNbr (District Number)	The state-assigned code for the district. Reports the <b>State District Number</b> from District Information.	Y	District Information > State District Number	District .number	Numeric	1-4 characters
3	schoolNbr (School Number)	The state-assigned code for the school. Reports the <b>State School Number</b> from School Information.	Y	School Information > State School Number	School .number	Numeric	5 characters exactly

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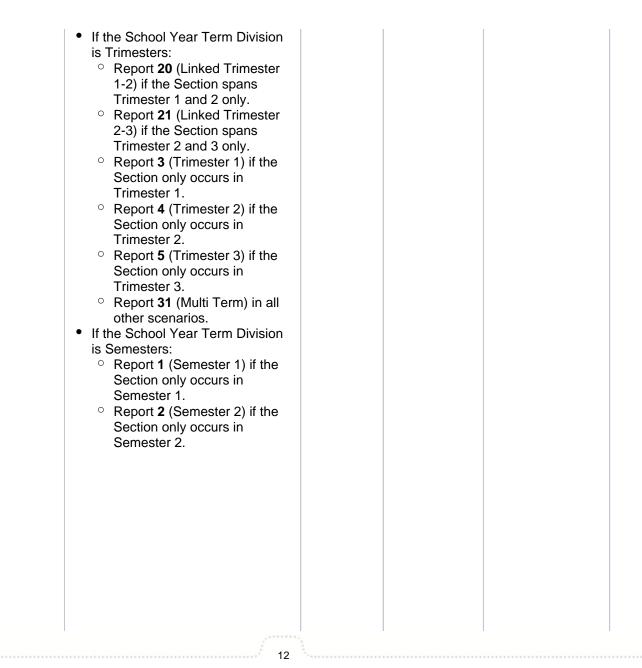
4	sasId (State Assigned Student Identifier)	Unique state assigned student ID. Each student should receive only one SASID and the SASID should remain with the student throughout his/her education in the state of NH. Reports the <b>Student State ID</b> from Demographics.	Y	Demographics > Student State ID	Person .stateID	Numeric	10 characters exactly
5	<b>dob</b> (Date Of Birth)	The Date of Birth of the student. This field will be used validate a student's identity and age. Reports the <b>Birth Date</b> from the current Identity record.	Y	Identities > Birth Date	Identity .birthDate	Date (MM/DD /YYYY) Must be 0- padded (e.g. "8" would be "08")	10 characters exactly
6	localClassCode (Local Class Code)	The class code used by the school to identify a class. This code, along with term ID, section ID should be unique for a conduct of the course. Reports the <b>Course Number</b> .	Υ	Course Information > Number	Course .number	Alphanumeric	1-15 characters

7	courseGradeld (Grade Received)	<ul> <li>The grade a student receives for a course. This field can only be included for the classes that have been completed and the student has been assigned a grade.</li> <li>Reports the first three characters of the <b>Score</b> for each student for the selected Grading Task in the Extract Editor.</li> <li>Use the Effective Date to determine which term the selected Grading Task is reported for.</li> </ul>	Ν	Transcripts > Score	TranscriptCourse . score	Alphanumeric	1-3 characters
		<ul> <li>The Term used (if multiple grades exist in different terms) will be the Term that contains the Effective Date.</li> <li>In other words, the Effective Date must be equal to or between the Term Start Date and the Term End Date.</li> <li>Report NULL if the student does not have a grade for the selected Grading Task in the Effective Date.</li> </ul>					

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8	sectionId (Section Identifier)	The section of the course. For example, there may be 2 or more sections of an Algebra course offered in semester 1. Reports the <b>Section Number</b> .	Y	Section Information > Section Number	Section .number	Alphanumeric	1-10 characters
9	termid (Term Identifier)	The term of the course. For example, there may be 2 or more terms of an Algebra course offered throughout the year (e.g. Semester 1 and semester 2).         • Regardless of School Year Term Division:         • Reports 30 (Year Long) if the Section occurs in every term of the school year.	Y	Section Information > Section Schedule Placement	SectionPlacement . termID	Numeric	1-2 characters
		2000					



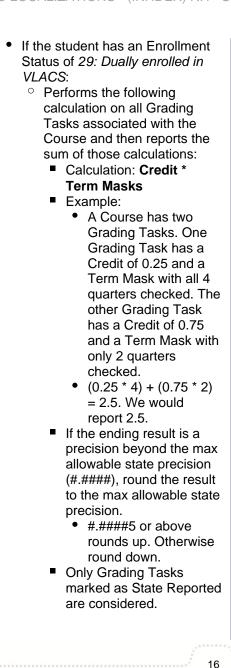


	<ul> <li>If the School Year Term Division is Anything Not Mentioned Above (5+ Terms): <ul> <li>Report 11 (Term 1) if the Section only occurs in Term 1.</li> <li>Report 12 (Term 2) if the Section only occurs in Term 2.</li> <li>Report 13 (Term 3) if the Section only occurs in Term 3.</li> <li>Report 14 (Term 4) if the Section only occurs in Term 4.</li> <li>Report 15 (Term 5) if the Section only occurs in Term 5.</li> <li>Report 16 (Term 6) if the Section only occurs in Term 6.</li> <li>Report 17 (Term 7) if the Section only occurs in Term 7.</li> <li>Report 18 (Term 8) if the Section only occurs in Term 8.</li> <li>Report 19 (Term 9) if the Section only occurs in Term 9.</li> </ul> </li> </ul>				
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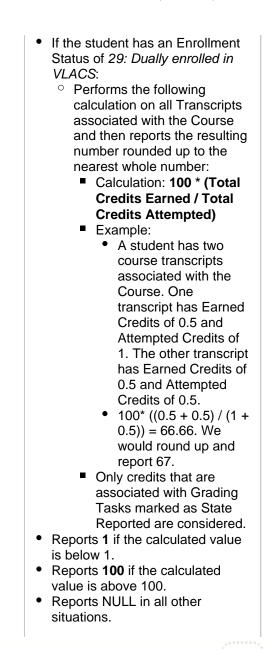
0 participationType	An indicator to identify if the student is enrolled full-time, is dually enrolled,	Y	Enrollment > Enrollment	Enrollment . stateAid	Numeric	1 character
(Participation Type)	<ul> <li>Is enrolled full-time, is dually enrolled, or any other special arrangement in the school while attending the class.</li> <li>Report 1 (Full Time School Enrollment - Reported on Enrollment Submission) if the student's Enrollment Status is one of the following codes: <ul> <li>21: Enrolled in and is the financial responsibility of the district</li> <li>22: Formal tuition agreement, financial responsibility of another district</li> <li>23: No formal tuition agreement, financial responsibility of another district</li> <li>27: Foreign Exchange Program</li> </ul> </li> <li>Report 2 (Dual Enrollment - 29 VLAS Student) if the student's Enrollment Status is one of the following codes: <ul> <li>29: Dually enrolled in VLACS</li> </ul> </li> </ul>		Enrollment Status	STATEAIO		exactly

11	competenciesCompleted (Competencies Completed )	<ul> <li>The number of competencies completed by the student in this course (only required for VLACs).</li> <li>Reports the total number of Standards the student has received a Passing Score in for the Section.</li> <li>Only reports for students with an Enrollment Status of 29: Dually enrolled in VLACS.</li> <li>Passing Score is defined by the Score having the "Passing Score" checkbox checked in the Rubric setup.</li> <li>The Standard must be marked as State Reported to be included in the calculation.</li> <li>The completed standards do NOT need to be posted to Transcript.</li> <li>Reports <b>NULL</b> for students that do not have an Enrollment Status of 29: Dually enrolled in VLACS.</li> </ul>	Ν	Grades	GradingScore . score	Numeric (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters
12	creditsAvail (Credits Available)	The number of credits available for the student in this class. This is only for VLACs.	Ν	Course Grading Tasks	GradingTaskCredit .credit .termMask	Numeric (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters



		<ul> <li>Reports <b>9.9999</b> if total number is greater than 10.</li> <li>Reports NULL in all other situations.</li> </ul>					
13	pctComplete (Percent Complete)	The percent of the credits that were completed by the student during this class. This is only for VLACs.	Ν	Transcripts > Credits Earned /Attempted	TranscriptCredit . creditsEarned .creditsAttempted	Numeric (1-100 only)	1-3 characters

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